



## Holding 6ADL on a Split Week

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KHRIS was configured to treat all additional hours worked in a split work week as compensatory (comp) time earned and update leave balances accordingly, regardless of OT status. Once the end of the split work week was reached, those comp earned hours were either moved to time and a half pay or remained as comp earned. This resulted in many questions regarding compensatory leave balances.

We heard your concerns and have modified the program to hold ALL additional hours worked in the split work week until the end of the week is reached and the time is evaluated. The additional hours worked in a split work week will not be added to the comp balance but will be held in a separate bucket. This change has been made effective this pay period (PP11).

The additional hours held will be reportable. You can use report PT\_BAL00 (with variant 00\_SPLIT\_WEEK) to view the hours held for each employee. As with all of the other time reports, please make sure to enter your cost center number (5 digit agency number) with an asterisk (for example, 44222\*).